Saint Mary's Catholic School
Student & Parent Handbook
2019-2020

SECTION 1: THE MISSION, VISION, & PHILOSOPHY

1.1 Mission

Saint Mary's Catholic School exists to provide an opportunity to grow in faith, wisdom and knowledge in a challenging academic environment formed by Catholic tradition.

1.2 Vision

Saint Mary's Catholic School is committed to the application of Christ's teaching by instilling the value of service to others while providing our students with the necessary skills to further their educational pursuits. Our mission as a strong Catholic community is supported by high-quality educators, dedicated staff and invested families.

1.3 Philosophy of Learning

As builders of the faith community of Saint Mary's Catholic School, we believe learning is the process of acquiring and applying knowledge, thinking critically to solve problems, and stimulating curiosity through inquiry and discovery.

We encourage learning through a multi-sensory approach that encompasses basic skills acquisition, higher level thinking, and collaboration within an integrated curriculum.

We recognize diverse learning styles among our students and strive to differentiate instruction so that creativity is fostered and individual needs are addressed.

Our Christ-centered approach to learning encourages responsibility, accountability, respect, and above all compassion for one another.

We endeavor to instill within the child and the community a life-long love of learning rooted in Catholic values and the conviction to follow them.

1.4   History

Saint Mary's Catholic School opened on September 6, 1966 with 190 students in five grades as a ministry of Saint Mary Catholic Church.

1.5   Statement of Purpose

· To create an environment that provides the students with role models who are witnesses to the teaching of Christ.
· To provide the students with teachers who are certified in their area of expertise, who are skilled practitioners and who view their responsibilities as a work of love.
· To acknowledge that parents are the primary educators of their children and that the goal of the school is to partner with parents in the education of their child.
· To expand the teaching of the school subjects to include not only information but also values.
· To teach civic values of freedom, justice, nobility of work, and to pursue social progress.
· To teach international awareness reinforcing needs for peace, justice and freedom in today's world.
· To prepare the students to discover the harmony between faith and science so in the future they can give back to society.
· To provide students with access to modern and technologically up-to-date equipment within a learning environment of simplicity and evangelical poverty.

1.6   Diversity Statement

Saint Mary's Catholic School seeks to foster a community of inclusion that respects the dignity of the individual in the areas of age, gender, religion, ability, socioeconomic status, race, ethnicity and culture. This obligation to build a community of inclusion is based on Sacred Scripture and the Teachings of the Catholic Church. All members of the Saint Mary's Catholic School community are responsible for advancing an understanding of and a respect for diversity.

Saint Mary's Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletic, extracurricular and other school administered policies.

1.7   Religious Identity and Services

Saint Mary's Catholic School teaches the doctrine of the Catholic Church and integrates the faith and values of the Church throughout the curriculum. The religion curriculum has been approved by the Bishop and the Office of Catholic Schools.

Saint Mary's provides students, faculty, and staff with a variety of religious observances during the school year. Attendance at services scheduled during the school day is required by all students.

The celebration of Mass, or Holy Eucharist, is the highest form of Catholic religious observance. Because of the substantially different beliefs about the meaning of the Eucharist, Catholic Church law states that only Catholics who have celebrated their First Holy Communion may receive Holy Communion. While Holy Communion is being offered, members of other faith traditions are invited to come forward for a blessing. Members of other faith traditions may participate in every other aspect of Mass.

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school.

Students are expected, for classroom instruction and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

1.8 Accreditation

Saint Mary's Catholic School is accredited by AdvancEd via the Catholic Diocese of Richmond Office of Catholic Schools system accreditation.

SECTION 2: PARTNERSHIP WITH PARENTS AND GUARDIANS

2.1 Parent/Guardian Code of Conduct

The school believes that a partnership exists among the parent, student and school personnel. The goal of this partnership is to fulfill the mission of the school. In order to accomplish this goal, the school believes that a positive and constructive working relationship based on mutual respect is essential. Thus and without limitation, the school reserves the right to discipline or not re-enroll a student if the school

concludes that the actions of the student and/or parents preclude the school from fulfilling its educational purpose. The decision of the school in these regards shall be final.

SECTION 3: GENERAL INFORMATION AND PROCEDURES

3.1 Admissions and Placement

Saint Mary's Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs.

3.1.1 Acceptance at Saint Mary's Catholic School is based on:

·   Applicants reaching age 4 by September 30th of the school year in which the child wishes to enroll and older are considered in order of demonstrated commitment to the practice of the Catholic faith, active in another faith, non-active Catholic families, and then all other families. As a faith-based school, faith is a priority.
·   Report Cards/Transcripts
·   Demonstrated congruence between earned grades and testing
·   Teacher recommendations
·   Age appropriate grade level
·   Classroom accommodations
·   Other pertinent information concerning the student

3.1.2 Student Placement

All classes are built with the desire to have balanced classes. Factors considered include ability, achievement, gender, etc. Students new to Saint Mary's Catholic School may be required to take a placement test.

Saint Mary's Catholic School has an objective, methodical process for placing students in grade-level classrooms to ensure that there is an equal balance of student abilities among each of the classes in elementary school.

The final decision regarding placement, acceleration, promotion, or retention of a student rests solely with the principal.

3.1.3 Accommodations

Saint Mary's Catholic School does its best to meet all needs of each student although there may be cases where the needs are greater than the school's ability to provide support.

The school reserves the right to determine what accommodations will be provided. These accommodations will be outlined in the student's Learning Plan. A student must have psychological and/or educational testing that is no older than three years old on file to receive a Learning Plan.

In many cases, students may require services outside of school personnel. The expense of these services is the responsibility of the parents.

3.1.4 Tutoring

There may be times when a student needs individual help above and beyond the classroom teacher. The family will be referred to a list of recommended tutors for extra support. The cost of this tutoring will be the responsibility of the parent. Saint Mary's Catholic School teachers may only tutor students outside of the teacher contracted hours of 7:30-3:30. Payments are to be made to the school and not the teacher directly.

3.2 Attendance Policy

Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school. Parents are expected to notify the school if a student is going to be absent.

There are many reasons to keep your child home due to illness. If your child has a fever of greater than 100.6°F he/she should not come to school. The child needs to be free of a fever without the use of fever reducing medications for 24 hours prior to returning to school. If your child has a contagious disease, your child should not come to school.

Students who do not come to school are not permitted to attend any after school activities. If you have any questions, please feel free to contact the school.

Parents are encouraged to schedule vacations and their children's medical and dental appointments at times when school is not in session.

3.2.1 Absence Procedures

If your child will not be in school on any given day, please email the school at attendance@saintmary.org or call the school office at 804-740-1048 before 8:30 a.m. Please state the student's name, grade, teacher's name, and date(s) of the absence.

Upon returning to school, please send a written note with your child stating the date(s) and reason for the absence. The note will be kept on file in the school office.

Since attendance and punctuality are vital to student success, excessive absences and tardiness will result in a parent meeting with administrators, during which appropriate action will be determined.

3.2.2 Late Arrivals/Early Dismissals

Students arriving after 8:00 a.m. or leaving early must check in/out through the main office. Parents must sign students in/out in person.

Students who will be dismissed early must send written or email notification (attendance@saintmary.org) to the teacher at the start of the school day. Children will only be released to those adults on the emergency contact list.

Due to the reverence of Mass, early release or late arrival should be planned after Mass.

3.2.3 Tardiness Policy

Students who are not in their homeroom by 8:00 a.m. are considered tardy, and their parent must walk their child to the main office to sign in their child.

Tardiness will be recorded on the student's attendance record. Excessive student tardiness will be addressed by school administrators.

3.2.4 Make-Up Assignments

For planned appointments and absences of three days or less, assignments will be sent home at the discretion of the teacher. When the student returns to school he/she should meet with all his/her teachers to gather any missed assignments.

For absences that exceed three days, please notify the homeroom teacher and assignments will be sent home. For extended medical absences, the school will work with the family in regards to making up school work.

Classroom work and homework will not be given prior to vacation leave. Classroom work and homework will be made up upon return.

3.3 Immunizations

In conjunction with Saint Mary's Catholic School admissions procedures, all students are required to have the immunizations as mandated by state law. The parent(s) of children with expired immunization records or with missing immunizations will be notified by the school via e-mail. An updated form will be expected within 30 days of notification.

3.4 Tuition Payment and Delinquent Accounts

The Pastor of Saint Mary Catholic Church sets the tuition for each school year. Tuition must be paid in accordance with the applicable payment schedule.

If the child's financial account is delinquent, Saint Mary's Catholic School will work with the family to bring all balances current. Please contact the school to schedule a meeting to arrange an appropriate payment. In the event tuition is not paid upon completion of a student's enrolled time at Saint Mary's, the students report card and/or transcripts may be withheld.

3.5 Continued Enrollment and Re-enrollment

Enrollment at Saint Mary's Catholic School is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead,

re-enrollment of any student requires the joint agreement of the student, the parents, and the school administration. That agreement may be withheld by the parents, or the principal. Enrollment during a school year is subject to termination at the discretion of the principal/pastor.

Families withdrawing their children from the school need to notify the Principal as soon as possible. Upon request from the new school and with parental consent, the records will be forwarded assuming all financial obligations are satisfied. All financial obligations must be satisfied before records will be released to a school or a parent.

3.6 Transcript Requests and Teacher Recommendations

Transcript requests need to be made in writing to the Enrollment Management Coordinator. Please allow at least three business days for the transcripts to be sent. Teacher recommendation forms, if required, will be mailed within five days.

3.7 Curriculum/Program

The school's curriculum is the Catholic Diocese of Richmond Office of Catholic School Consensus Curriculum, which is based on national and state standards. Saint Mary's Catholic School teaches Christian values, respect for human rights, curriculum content, and appropriate skills.

3.7.1 Religion Curriculum

The school's religion curriculum is consistent with the teachings of the Roman Catholic Church and follows the religion curriculum guidelines promulgated by the Catholic Diocese of Richmond. All religion textbooks are subject to the approval of the Office of Catholic Schools. All supplementary material used in the curriculum must conform to Catholic moral teachings and doctrine.

3.7.2 Lunch

Students have two options for lunch. Students may pack their lunch each day or students may purchase lunch.

Lunch orders are submitted for the month in the month prior to when the child will receive the lunch. Lunch orders are placed via Boonli.com. The password to create an account is saintmarys34.

3.7.3 Classroom Celebrations

In order to keep a routine for our students, classroom celebrations will be limited and will be coordinated between the teachers and the room parents.

3.7.4 Birthdays

Each child is important and will be recognized on their birthday during morning announcements. Parents are welcome to come eat lunch with his/her child on his/her birthday. Parents should work directly with the teacher regarding plans for a child's birthday.

3.7.6 Textbooks

The Principal, in consultation with the faculty, have final approval of the textbooks used in the school. Within each classroom there is a collection of textbooks that are used as reference. Consumable workbooks are provided to the students by the classroom teacher. Textbooks used in grades K-8 are the property of Saint Mary's Catholic School, and students will be responsible for damages thereto. Lost, stolen or damaged textbooks are the responsibility of students. Fines must be paid prior to issuance of end-of-year report cards or 8th grade transcripts.

3.7.8 Community Service/Service Learning

Saint Mary's Catholic School provides structured opportunities for students in all grades to participate in community-wide or grade level service. Each year, students partner with local organizations to perform age-appropriate service projects.

Middle school students are expected to complete 25 hours of meaningful service each year. Students must complete the service and write a reflection on their experience to receive credit toward the requirement. Specific guidelines are provided through the student's religion class.

3.7.9 Physical Education Program

Saint Mary's Catholic School promotes physical activity and health through its Personal Fitness Program. The goal of the program is to integrate physical activity and health into daily fitness-for-life PE class for grades JK-8.

Students must bring a signed note from their doctor if they have any extended circumstances where they cannot participate in PE due to injury, illness, or any other medical condition. For one day injury or sickness a parent note is sufficient.

3.7.11 After School Care

Saint Mary's Catholic School provides an After School Care program, which has its own handbook, which can be located on the website here.

3.8 Academic Policies

3.8.1 Report Cards

Report cards are emailed to parents four times a year, at the end of each quarter.

3.8.2 Academic Grading Scales

Kindergarten - 2nd Grade:
3 - Meeting grade level standard; applies skills consistently and independently
2 - Developing grade level standard; applies skills inconsistently with or without support
1 - Below grade level standard; unable to apply skills with support

3rd Grade - 8th Grade:

A+ - 97-100	A - 93-96	A- - 90-92	
B+ - 87-89	B - 83-86	B- - 80-82	
C+ - 77-79	C - 73-76	C- - 70-72	
D+ - 67-69	D - 63-66	D- - 60-62	F - 0-59

3.8.3 Testing

The Performance Series assessment is given to students three times per year in grades 2-8. Test scores are evaluated to ensure that each child is progressing appropriately.

3.8.4 Middle School Honor Roll

Honor Roll for middle school is calculated at the end of each term. First honors requires a ≥93 in academic subjects and a B and above in all resource classes. Second honors requires a ≥88 in academic subjects and a B and above in all resource classes.

3.8.5 Family Directory

The Saint Mary's Catholic School family directory containing names, addresses, email addresses, and telephone numbers for students and parents can be accessed through FACTS SIS.

If there is any change of personal or family information during the school year, please make the change through FACTS SIS so that our records stay up to date.

3.8.6 Student Photographs

Student photographs may be published on the school website, school publications and advertisements/press releases, school yearbook, social media and web site. Only those students who have releases on file with the school will have photographs published.

3.8.7 Rights of Non-Custodial Parents

Non-custodial parents have the same rights as custodial parents to inspect their children's records unless a court order to the contrary is on file with the school.

3.8.8 Retention

It may be necessary for a student to repeat the work at a given grade level in order to understand and succeed in important skills. If retention is being considered, parents will be notified during the third quarter and a conference will be scheduled to discuss the situation.

3.9 Child Transportation

3.9.1 Carpool/Dismissal Procedures

·   Parents are discouraged from entering the school building during carpool.

·   Use of cell phones during carpool is prohibited.

·   Students who are not picked up by 3:00 p.m. will be placed in the After School Care program. Fees will apply.

·   Children who need to remain at school outside of the school hours indicated below must enroll in the After School Care program.

3.9.2 Carpool Times:

Families with children in grades JK-8 are expected to participate in carpool.

Morning Drop-Off: 7:30 a.m. – 7:55 a.m.

No student is to be left unattended on Saint Mary's Catholic School property before 7:30 a.m. If you arrive on campus with your child before 7:30 a.m. your child must remain with you until the doors of the school are opened.

After 8:00 parents must park and walk their child into the main office to check their child into school.

Morning drop off is intended to have families pull up to the curb and have the children walk independently into school.

Afternoon Pick-Up: 2:45 p.m. – 3:00 p.m.

Students may only enter a car via the door of the car that is adjacent to the curb. Student may not walk around either in front or behind a vehicle to enter the vehicle.

After 3:00 parent must park in the back parking lot and go to After School Care to pick up their child.

For the safety of your child, your child is not allowed to walk through the parking lot without an adult escort.

3.9.3 Change in School Schedule

In the case of severe weather or other emergency that requires a change in school schedule, Saint Mary's Catholic School will notify families via text, email and social media. Additionally,

local news media will post changes in our school schedule.   Saint Mary does not follow any county or district for school closings, delays or early dismissals.

3.9.4 Change of Transportation Arrangements

We do not allow students to ride home with unauthorized people. Parents must notify the main office or homeroom teacher if they want their child to be transported by someone other than a parent. Please send notice of the change in arrangements with your child when he or she comes to school. If you must make a change during the school day, please notify the main office.

Please do not leave changes in your child's transportation arrangements on voice mail. Saint Mary's Catholic School requires confirmation of identification with a photo ID.

3.9.5 Child Custody Issues

Saint Mary's Catholic School requires the custodial parent to file a certified copy of the custody decree, or the custody section of the divorce decree, with the school. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements.

Parents must accept the primary responsibility for their custody arrangements and should instruct their children as to which parent should have physical custody of them on any given day. If no custody decree is on file, school officials will presume that both parents have custodial rights.

3.9.6 Forgotten Items

If you need to bring an item to your child during the school day, please put the student's name and the teacher's name on the item and drop it off in the main office.

3.10   Regulations for Student Conduct

The primary rule governing the conduct of all members of our school community is the "Great Commandment" of our Lord: You must love the Lord your God with all your heart, with all

your soul, and with all your mind and you must love your neighbor as yourself. (Matthew. 22:37-40). Any conduct which undermines the growth of such loving harmony is rejected.

All employees at Saint Mary's Catholic School are dedicated to helping students become more responsible for their own actions. The goal is that students become more self-disciplined at school, at school activities, and outside of school.

3.10.1 Expectations

The following is a list of basic expectations of student conduct. Any violation of these regulations is taken in context, and disciplinary action can range from a warning to expulsion, at the discretion of the school.

Respect for self and others: Students shall conduct themselves with due respect toward one another and faculty and staff members at all times. Rude and disrespectful behavior, defiance, or refusal to accept the directions of school personnel is a serious offense.

Use or possession or distribution of controlled or illegal substances: The use or possession of illegal drugs, alcohol, or other controlled substances is strictly prohibited. The possession of drug-related paraphernalia is likewise prohibited.

Weapon: The use or possession of a weapon, including but not limited to firearms, knives, laser pointers, or explosive compounds, is prohibited at school or any school function. Furthermore, the attempted use of any object to harm another is considered use of a weapon.

Tobacco use: The use or possession of tobacco products at school or any school function is prohibited.

Fighting: Fighting or threatening behavior is prohibited on campus and at any school function. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.

Vandalism: It is a serious offense for students to perform any act of vandalism on or off this campus.

Harassment/Bullying: It is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes. Harassment of students is likewise forbidden. Examples of harassment include, but are not limited to, verbal or written taunting or

threats; bullying; jokes, stories, pictures, or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group. "Cyber-bullying" and other electronic means used to harass students or to demean members of the Saint Mary's Catholic School community or the school itself is prohibited, even on non-school computers or personal electronic devices (cell phones, iTouch, etc.).

Sexual Harassment: Students shall not sexually harass any other student or any member of the faculty or staff. Sexual harassment involves:
· Unwanted sexual advances.
· Verbal, physical, or visual conduct with sexual overtones.
· Flirting with an individual or repeatedly asking an individual to go out after the individual has indicated a lack of interest.
· Implicit or explicit requests for sexual favors.
· Inappropriate verbal comments of a sexual nature.
· Physical contact of a sexual nature.
· Using obscene or vulgar language.
· Making comments about a person's clothing, body, or personal life.
· Making sexually suggestive comments, noises, or sounds.
· Sexting.

Copying another's work: Honesty and integrity are expected of all students at all times. Students are expected to submit their own work on all assignments unless given explicit instructions to the contrary by a teacher. Copying is defined as giving or gaining an unfair advantage for yourself or others and is a serious offense. Both parties are equally guilty and will receive the same penalty.

Plagiarism: Plagiarism is defined as the use of another person's work and failing to give appropriate credit. This is a serious violation of academic integrity and can result in both an academic and disciplinary penalty.

Violation of test-taking procedures: To protect the integrity of the testing process, each student must abide by the procedures established by the individual teachers. Failure to follow these procedures invalidates the test results and is therefore a serious offense.

Lying: Lying in order to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the school community.

Theft: Theft or damage of the property of others or of the school is a violation of the rights of others.

Profanity: The use of any verbal or written inappropriate, abusive or profane language or gestures is prohibited on campus and at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.

Lockers: Only appropriate decorations are permitted inside lockers.

Electronic devices: Students may only use permitted electronic devices during school hours with teacher permission. All other electronic devices, including cell phones, must be turned off and stored in backpacks.

Middle School students: All personal devices must be off and stored in backpack.
Elementary School: No personal devices should be brought to school.

Appropriate expression: All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or the display of materials, must have prior approval.

Dress code violation: The uniform is a representation of Saint Mary's Catholic School and should be worn appropriately at all times.

Inappropriate access: Students are not to access classrooms, offices, teacher desks or property, or other sections of the school unless accompanied by an adult employee of the school. During the school day, students are not to go to parts of the campus outside the building. This includes the parking lots, fields, adjoining woods, neighborhoods and sidewalks.

Inappropriate computer use: Students must aggree and sign the acceptable use and procedures document before accessing school technology. Appropriate use of technology is defined by the policy found in Appendix A of this handbook.

3.11   Disciplinary Procedures

Consequences of not adhering to the Code of Conduct may depend on the severity of the situation and the student's discipline record.

If a student chooses to behave in a way that disrespects others, self, school property or principles, or disregards the rules or learning environment then the parents would be notified of the infraction and disciplinary measures determined. The student will be part of understanding the expectations and consequences.

3.11.1 Physical Altercation

If a student is involved in a physical altercation the student's parent will be called and the student will be sent home.

3.11.2 Suspension

Depending on the severity of the misconduct, a suspension may be in-school or out-of-school. Suspensions will be for a stated period of time.

A student who disrupts the academic atmosphere of the school, damages property, or endangers students, teachers, or staff may be immediately suspended from school. The administration will notify the student's parents by telephone immediately, followed by written notification.

3.11.3 Expulsion

Serious violations of the school's discipline code may result in expulsion. If expulsion is called for, the parents will meet with the Principal directly.

3.11.4 Off-Campus Misconduct

Students may be disciplined for off-campus misconduct that affects the safety and welfare of the school, staff, and/or students or that has a detrimental effect on school discipline, school morale, or the educational environment of the school. This shall include the abuse of the Internet and all other electronic communication.

3.12   Dress Code

3.12.1 Uniform Policy

The goal of the uniform policy is consistency; therefore, all uniform pieces must be purchased from Flynn O'Hara. A uniform closet is also available at the school. Specifics regarding uniform code are available on the website [here](#).

The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming.

·   Students shall dress in an appropriate school uniform.
·   Students hair shall be groomed and neat. Boys hair should not exceed the top of their eyebrows and the collar of their shirt. Boys hair should not exceed 1 – 1 ½ inches in height. No facial hair is permitted. Mohawks or Fauxhawks are not permitted.
·   Students shall refrain from the use of unnatural hair dye, acrylic nails, nail polish, press on tattoos or writing on hands and arms. Students shall refrain from the use of makeup.
·   Students shall observe the following regulations regarding jewelry: stud earrings (one per ear), watch and/or bracelet, religious necklace, and a ring. Boys are not permitted to wear earrings.

3.12.2 Dress for "TAG" Days

There are a small number of days during the school year in which a child does not have to wear their uniform. These are called "TAG" days.

While students may wear their clothing of choice on these days, students are expected to dress neatly and not wear clothing that may be considered distracting. Some specific requirements are listed below.

➢ Closed toe shoes with backs must be worn. Athletic shoes are encouraged.
➢ Dresses, skirts, shorts, and other similar clothing must be long enough to generously cover the student's body between the waist and the knees.

➢ Leggings are only allowed when worn with a top that is long enough to generously covers the student's body between the waist and the knees. Leggings are not to be worn with oversized t-shirts and sweatshirts. Ex: a dress or skirt of appropriate length
➢ Tops must be at least 2 inches wide at the shoulder.
➢ Unless specific permission is given, hats are not to be worn inside.
➢ Unless specific permission is given, hair, jewelry and makeup rules remain the same as a school uniform day.
➢ If a "TAG" day falls on a Mass day, students may still come to school out-of-uniform, but they must dress up rather than come casually dressed.

Specific items that are not permitted:

➢ Clothing with rips and/or tears, even if that is how the piece of clothing is designed.
➢ Clothing with inappropriate messages.
➢ Clothing that is tight, skimpy, or with plunging necklines.
➢ Clothing that is see-through or revealing.
➢ Clothing that reveals the midriff while sitting, standing, or reaching.

Please remember that what may be appropriate elsewhere, may not be appropriate for Saint Mary's Catholic School. If there is a question as to whether something is appropriate or not, assume that it is not and have your child make another choice.

The regular school uniform is always an option on "TAG" days.

3.12.3 Lost and Found

Please label all items with your child's name so we may return lost items to their owners. Items not retrieved after two weeks shall be donated.

3.13   Communication

3.13.1 Communicating with Teachers and Staff

Communication is essential in a good learning environment. Email is the preferred means of communicating with faculty and staff at Saint Mary's Catholic School. Please allow 24-48 business hours to respond. Faculty and staff hours are from 7:30 a.m. to 3:30 p.m, Monday-Friday. Your child's teacher is the primary point of contact regarding student issues.

3.13.2 No Solicitation by Parents, Staff and Faculty

In order to attain the fundraising program goals at Saint Mary's Catholic School, no solicitation of funds by parents, staff and faculty is permitted without the express permission of the Principal.

3.13.3 Phone Calls

If a student needs to make a phone call, he/she must have the prior approval of a faculty or staff member. Phone calls may be made from the main office.

If you need to reach your child during the school day, please call the main office and we will have a message delivered to your child at an appropriate time.

3.13.4 Conferences

All visits to the school, including conferences, should be pre-arranged with the administration or the classroom teacher. Conferences and visits must be planned with a minimum of one day's notice. Unauthorized visits and doorway/hallway conferences are not permitted.

Parents are encouraged to meet with the teacher during scheduled school conference days. Conferences are held at two times per year - once in November and once in February. Parents of students in JK-5 should meet with the homeroom teacher. Parents of middle school students should meet with the subject area teacher. It is recommended that middle school students be present at the conferences.

3.13.5 Problem Resolution Procedure

Saint Mary's Catholic School has a problem resolution procedure that allows parents to seek effective resolution when they have a concern about a classroom situation. The student should

first meet with the teacher. If the matter is not resolved a parent should meet with the teacher involved. If the matter is not resolved at that level, the parent should next contact the Principal. The decision of the Principal is final.

3.13.6 Friday Flash

Saint Mary's Catholic School publishes an electronic newsletter every week, called the Friday Flash, to provide parents with the latest news and information about upcoming events. The newsletter is emailed to families. The Friday Flash is also available on the Saint Mary's webpage

3.13.7 Weekly Folders

Communication, including graded work, will be sent home in a folder for children in grades JK-5 weekly.

3.13.8 Promotion of Businesses

Throughout the school year, Saint Mary's Catholic School receives countless requests to distribute informational materials to parents about local sports, dance, cooking, and other youth-related activities. Each and every activity is beneficial in its own right. The school cannot distribute all of these materials to parents.

Therefore, unless Saint Mary's Catholic School has an established relationship with an entity (e.g., a Catholic Church, another Catholic school) the school will not distribute the informational materials.

3.13.9 Fundraising

Fundraising at Saint Mary's Catholic School is generally limited to the Annual Fund, Campaign, Capital Campaign, Annual Fun Run, Gala and special events associated with the PTO.

All fundraising events on school premises must be pre-approved by the Principal.

3.14   Student Health and Safety

3.14.1 Security in the Building

Every member of the school community is responsible for his/her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and will result in discipline including dismissal from the school.

For the safety of all students, parents are restricted from academic areas during school hours unless pre-approved by the teacher.

Volunteers must check in upon arrival in the main office and wear name badges at all times when in the building.

3.14.2 Distribution of Medication

Parents have the primary responsibility for their children's health care. This school's faculty and staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

A student who needs to take prescribed medication during school hours must have a signed and dated form on file with the clinic.

3.14.3 Over-the-Counter Medication

The school nurse will administer over-the-counter medications, such as acetaminophen, Tums, ibuprofen, Benadryl, and throat lozenges to students.

Permission to give these medications needs to be signed and dated by the parent or guardian and on file with the clinic.

Dosages for the medications are per the manufacturer's recommendations and based on weight.

Students should not carry any over the counter medication with them while at school.

3.14.4 Medical Forms

Clinic forms are required yearly with updated medical information.

The School Entrance Health Form must be on file prior to the start of the school year. This form must be updated in the 6th grade to include the Dtap immunization.

3.14.5 Infectious Diseases

Only students whose medical condition makes them a danger to others will be excluded from school. Specifically, students who are HIV-positive or who have AIDS will not be excluded from the school simply because of their HIV status. The faculty and staff will be trained in universal precautions.

3.14.6 Concussion Policy

Concussion Policy applies to all in school head bumps, blows to the head and head jolts.

·   Any student that has bump, blow or jolt to the head and has any of the symptoms listed on the head injury checklist will be sent to the clinic immediately with supervision.
·   If NO symptoms are present the teacher will monitor for 30 minutes and recheck at the end of the 30 minute period. If any symptoms develop the student will be sent to the clinic (see step 3). No recess or PE will occur during that 30 minute observation time. Parent(s) will be notified by the clinic of the head bump, blow or jolt.
·   If symptoms are present the student is sent to the clinic and a concussion checklist will be initiated.
·   If any of the "danger signs" from the checklist are present EMS should be activated. Danger signs include:
   ● Unequal pupils
   ● Drowsiness or inability to wake up
   ● Worsening headache or will not go away
   ● Vomiting or nausea
   ● Slurred speech
   ● Seizures

- Confusion, difficulty recognizing people or places
- Unusual behavior
- Loss of consciousness

· The student's parents will be notified of the bump, jolt or blow to the head. The type of symptoms appearing should be explained to parents and recommendations for follow up care should be given if appropriate.

· If at the end of 30 minutes no symptoms have occurred the student may go back to class.

· Student should not participate in PE or Recess for the rest of the day. Parent(s) should be called and a head impact sheet with follow up instructions will be emailed to the parent(s).

3.14.7 Child Abuse/Neglect

The laws of the Commonwealth of Virginia require that members of professions such as teaching, nursing, counseling, and medicine must report to the proper authorities any cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when complying with these expectations. Our school will report suspected child abuse and neglect.

3.14.8 Animals

Animals which do not serve as service animals are not allowed in the classroom or on campus except with the express permission of the Principal. Cars arriving with family pets must keep the pets in the car at all times.

3.14.9   Visitors

For the protection of students and staff and the security of the school building, it is required that all persons entering the building during the school day check in through the main office. The receptionist will issue a visitor badge that must be worn while the visitor is on school property. Before leaving the property all visitors must check out through the main office.

3.14.10   Incident Reports

All accidents or injuries on school premises will be documented. Parents will be notified if further medical attention may be warranted. An incident report will be filled out in those incidents. Incident reports will be kept on file in the clinic.

3.14.11   First Aid

All certified teachers are CPR & First Aid certified.

3.14.12   School Emergency Plan

The school maintains a crisis plan that outlines procedures for the following emergencies: building evacuations, fire, bomb threat, natural disasters, and intruder. In the event of a hazardous situation, parents will be notified via text or email.

3.14.13   Drills

Drills are to take place on a regular basis with one drill scheduled each month. A tornado drill also takes place during the month of March.

3.15   Extracurricular Programs

3.15.1 Athletics and Extracurricular Activities

Saint Mary's Catholic School recognizes that athletics and other extracurricular activities are important parts of the educational experience. The school offers a full range of such activities, with the school making the final determination of which activities will be offered each year. As many students as possible will be allowed to participate in the school's athletic and extracurricular programs. While every student has a opportunity to "try out" for these activities and to be evaluated fairly, there is no guarantee to play sports or participate in other extracurricular activities.

Information about the athletic program will be updated and posted on the school website, as well as emailed through the weekly newsletter. The athletic program will comply with all applicable requirements.

3.15.2 Eligibility

All students must be in good standing with the school to participate in school athletics.

3.15.3 After School Activities

For the safety of all, students, parents and/or siblings are not to be in the building until the conclusion of said activity.

3.15.4 Social Activities

The Principal must approve any school-sponsored social activity, which should ordinarily have some educational purpose. In no case shall the school be responsible for events occurring after graduation.

3.15.5 Management of Club, Class and Organization Funds

The Principal shall establish defined procedures for student organizations in the management of their funds. All such funds must be deposited in a school account for which the Principal must be a signatory.

No single individual, adult or student, is to be solely accountable for incoming funds at any time. At least one adult should be present whenever funds are being handled. Two adult individuals should count and record all funds, which are to be deposited in locked box outside the Business Office.

3.15.6 Field Trips

Saint Mary's Catholic School offers field trips periodically throughout the school year. These trips are curriculum appropriate and have educational benefits. Part of our mission of Saint Mary's Catholic School is to educate the student beyond the four walls of the classroom.

Field trips are purely voluntary; students may elect not to go. However, participation is strongly encouraged because of the added value these trips bring to the student's education experience. If a student chooses not to go on a trip, work related to the trip will be assigned by the teachers leading the trip.

Every field trip must have a faculty chaperone as the point of contact between the school and the parents. The faculty chaperone is responsible for ensuring that all of the school's policies and procedures for field trips are followed.

Parents who are serving as chaperones help ensure that students are behaving appropriately. If a situation becomes a discipline issue, the chaperone will appeal to the faculty chaperones for any disciplinary measures. All parent chaperones must have met volunteer requirements which can be found [here](#).

The school may deny a student participation in a field trip for disciplinary reasons.

Children not enrolled in the school may not attend school field trips. This prohibition includes children of parents who drive on field trips.

3.15.7 Field Trip Transportation

Privately owned vehicles may be used to transport students to and from field trips and other school-sponsored activities, provided the following requirements are met at least 24 hours prior to the trip:
·   The driver must be at least 21 years old and present copies of a valid driver's license and proof of motor vehicle insurance.
·   The vehicle must be insured for the limits required by law and any additional limits required by the school's insurance carriers.
·   Children under the state age and weight limit must be strapped into approved booster seats.
·   All other students must wear seat belts at all times.

3.16 TECHNOLOGY

3.16.1 Responsible Use

The purpose of Internet access is to make available resources and information that is not provided within the walls of the Saint Mary's Catholic School. The Internet gives students access to electronic resources that will not only foster a love of learning, but also assist in fully educating each student by supporting the school's curriculum. The ability to access the Internet also is crucial in affording students the opportunity to become effective and critical users of those electronic information sources.

3.16.2 Internet Filter

The Saint Mary's Catholic School network employs an Internet filter. However, filtering software does not block access to all material that users might find offensive. Saint Mary's Catholic School cannot be held responsible for a student encountering this type of site.

3.16.3 Supervision and Monitoring

Saint Mary's Catholic School teachers will endeavor to closely supervise and monitor student use of technology tools and devices while in school, especially when accessing the Internet. However, it is expected that students will use technology responsibly and monitor their own actions.

3.16.4 Access to Subscription Resources

Password access to subscription resources is for the use of enrolled students and their families only, whether in school or at home. It is a violation of our agreements with these companies to allow access to users who are not students at Saint Mary's Catholic School.

3.16.5 Downloading Programs and Other Applications

Downloading program files and other applications without the express permission of a teacher or administrator is strictly prohibited. Loading personal software on a computer or other technology tool or device is also strictly prohibited without express permission. This includes music, apps, games, and other software. Students may not make any changes of any sort to general use computers or other technology tools or devices.

3.16.6 Prohibited Uses of Technology

It is important to remember that computer access is a privilege and not a right. The following behaviors are forbidden:

· Non-educational use of the Internet during school hours, including instant messaging or chatting, sending or receiving personal emails, playing games, and/or accessing inappropriate websites

· Sending or displaying abusive or harassing messages or images and/or using obscene language.

· Vandalizing computers or technology tools and devices and/or disrupting or tampering with the network

· Bypassing the Saint Mary's Catholic School filter to access inappropriate or forbidden websites

· Violating copyright laws

· Revealing private information over the Internet, including full names, home addresses, phone numbers, and other personal data

· Violating others' privacy and intellectual rights with unauthorized access to files, folders and passwords

· Using the computers, technology tools and devices, or network for commercial purposes

Engaging in these prohibited behaviors or otherwise violating the school's Technology and Internet Policy is a violation of the Saint Mary's Catholic School Code of Conduct. In addition to the penalties provided in the Student Code of Conduct, the student may lose privileges to use computers and other technology tools and devices.

3.16.7 Individual Student Accounts

There are many resources available to students that provide individualized learning and require individual student accounts, such as G Suite for Education. In order to create these accounts, Saint Mary's Catholic School shares limited student information with some of these companies, such as student name, grade, and teacher.

3.16.8 Email

Students in some grades are provided with student email accounts. These accounts should only be used for school-related purposes. During school hours, email accounts should only be used with a teacher's permission.

Students are not allowed to use school computers to access or send email from personal email accounts. Students are encouraged to use Google Drive to move information between home and school.

3.16.9 Printing

Printing on school printers should be limited to those pages necessary for class assignments. Please be judicious in the use of the school's paper and toner. If it is necessary to print pages from a web site, remember that it is often more efficient to cut and paste the information needed to a Google document. (Be sure to cite any sources from which you take information.)

3.16.10   Publishing of Student Work

Student work may occasionally be published on the school's web pages. This will be done only with permission of the student(s) involved, and the work will be published under the student's first name only.

3.16.11   Loss, Theft or Damage

Students are expected to use computers and other technology tools and devices responsibly and carefully. If equipment is damaged, lost or stolen, students are responsible for the cost of repair or replacement.

3.16.12   **Personal Devices**

Middle School Students: If cell phones are brought to school, they must be off and away for the duration of the school day. Any phone used or causing disruption will be confiscated and must be picked up by a parent.

Elementary School Students: Cell phones are not to be brought to school.

SECTION 4: SCHOOL CALENDAR

4.1 See school website for the current school calendar here.

SECTION 5: FACULTY AND STAFF DIRECTORY

5.1 See school website for a faculty and staff directory here.

Appendix A: Technology and Internet Acceptable Use Policy

Technology and Internet Acceptable Use Policy
For All School Employees and
Students in Grades 6-12
Diocese of Richmond
Saint Mary's Catholic School

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education**.** All users**, faculty, staff, administrators, and students,** are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades six through twelve and their parent(s) (when student is under the age of 18), must return the signed Technology and Internet Acceptable Use Contract. Students in grades K-5 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary. Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use

1. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals , the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound,

as well as for interacting and collaborating with others.

2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.
3. Sending any written comment or picture that is malicious regarding another student or individual. A ll forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted , threatening or obscene material.
5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).
7. Non-School related social contacts between faculty/staff and students .
8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals , attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned

Prohibited unless authorized by the Administration:

Access to personal email, chatting, instant messaging, or discussion boards.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

<div align="center">

Computer and Internet Promises
For Grades 1 - 5
Diocese of Richmond
Saint Mary's Catholic School

</div>

Introduction

The use of the computers and the Internet at the School must be for learning. We believe that using technology to learn is an important tool as long as students act responsibly.

Computer use is a privilege, not a right, and improper use will result in losing those privileges. The Principal will decide if improper behavior has occurred and whether computer privileges are to be taken away. His/her decision is final.

When you use the School's computers, the Principal and other adults have the right and ability to look at your files and activities. Make sure that what you put in the computer system is courteous, legal, and acceptable.

Security on our computer system is important. If you see anyone trying to use other people's work or trying to go to areas that are not allowed, it is your responsibility to notify the teacher.

Just like parents monitor what you watch on television, see at the movies, listen to on the radio, or talk to on the telephone, the School will provide guidance on what is proper and teach you how to use the computers and Internet in a responsible way.

Your Promises
Using the computer and Internet correctly and responsibly is very important. I promise to follow these rules.
1. I PROMISE to use all equipment carefully and not intentionally damage or destroy it.
2. I PROMISE not to tamper with the software or network.
3. I PROMISE to use the computers and Internet for School work only and use only the programs and
 websites that my teacher has approved.
4. I PROMISE to keep my password to myself and not to share it with others.
5. I PROMISE not to use someone else's password.
6. I PROMISE to be polite and not to use any language or pictures that are hurtful to others.
7. I PROMISE to give credit to others when I use their words or ideas.
8. I PROMISE to obey copyright rules.
9. I PROMISE to use only my own files and/or folders and never to trespass into someone else's.
10. I PROMISE to tell my teacher if I see something on the computer that is inappropriate.
11. I PROMISE to ask for help when I don't know what to do and to print only when my teacher tells me to.
12. I PROMISE not to reveal my address, phone numbers, or any personal information about me on the
 Internet.

I understand that if I do not use the computers or Internet responsibly or if I break my promises that there will be consequences.

The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School and Diocese specifically

deny any responsibility for the accuracy or quality of information obtained through its provision of Internet service.

Saint Mary's Catholic School

Student & Parent Handbook

2019-2020

Statement of Receipt of Handbook

I, _____, have
(Printed Parent Name)

read and reviewed the 2019-2020 Student & Parent

Handbook with my child, _____.
(Printed Child Name)

I am familiar with the policies and procedures and

agree to abide by all contained therein.

_____   _____

Parent Signature   Date

_____   _____

Student Signature   Grade